

Procedure name	Authorized Driver Program department procedures
Security role	Dept. DL admin view only
Date written	7/28/17
Date revised	2/06/18
Audience	The department that manage employees or volunteers that are required or optionally drive for university business.
Purpose	Provide departments with instructions to create and administer authorized drivers.

Background

An employee or volunteer that is driving a university owned, leased or rented vehicle for official business, including ASU electric carts, must do all of the following:

- Complete an **Authorized Driver process** at the time of hire or at the time the employee needs to drive safely for university business.
- Have a valid United State Driver’s License.
- Agree to a **recheck of Motor Vehicle Records** and complete **Authorized Driver training** annually if the driver’s license has more that six points but less than eight.

Authorized Driver Process

From a departmental perspective, the positions must have a Driver type identified.

From the employee perspective, the Authorized Driver Process must complete the following steps:

- Completion of a Driver’s Authorization including the United States driver’s license number, issue date, expiration date and state of issue.
- MVR check that indicates that the driver has less than six points for an Arizona driver’s license.
- Completion of the Authorized Driver training.

From a volunteer perspective, the Authorized Driver Process is required and:

- Volunteer-affiliate ID - dates of appointment entered

There are variations to this process for immediate drivers, volunteer drivers and out-of-state drivers.

Standard Procedures

Authorized Driver Process establishing a driver designation on the position

- An employee is either designated as a required or optional driver on the position. See [EHS 004](#) for definitions.
- There are two variations of required drivers: job code or department defined on the position. An employee identified as needing to drive for official business is either by employee job code or by the employee’s position based on the department’s need.

- Employees required to drive by job codes are marked on their job code and this indicator initiates the Employee Self Service Driver Authorization process. The ESS process either occurs at the time of hire or at the time of position or job change.
- In PeopleSoft HCM > Create and Modify a Position page contains a Driver drop list with values: Dept. Required, Not Applicable and Optional. You can also update position by requesting access for the security role Dept. DI Admin View and update positions on the page.
- Employees can be designated as department required when there are employees in the Job Code where some are required to drive and some are not. In this situation, the department will modify the employee's positions by selecting department Required from the Driving drop down list on the page. Employee can also be designated as Optional when the employee may drive but are not required to drive for university business. In this situation, the department will mark the position as Optional. If the position is a group position and some employee drive and some do not, the department is required to create a new position and separate employees between the positions based on the driving status.

If the job code requires the employee to drive, the Create-Modify Position page will show Required in the Driving field below and the department may not change this value.

Position Data

Create/Modify Positions

User: PS_LKELL

Create New or Modify Existing Position

Create New Position
 Modify Existing Position

Enter Position to Modify

Position Number **102976** Groundskeeper

Position-Only Attributes

Position Number	102976	Position Status	Not Saved
Effective Date	06/05/2017 [B]	Effective Status	Active [v]
Empl Class	Classified [v]	<input type="checkbox"/> Ready for Recruitment	
Job Code	350280 [Q] Groundskeeper	*Driving Required [v] Definitions	
Appointment Type	Not Applicable [v]		
Detailed Title	Groundskeeper		
	<small>(254 char) 241 characters remaining</small>		

Standard Hours	40.00	FTE per Head	1.000000
Full/Part Time	Full-Time [v]	Max Head Count	1 [v]
Reg/Temp	Regular [v] Explain	Budgeted FTE	1.000 [v] <input checked="" type="checkbox"/> Budgeted Position?

In the case where the department can select a value, the Driving field will have a dropdown list available.

Create/Modify Positions
User: PS_LKELL

Create New or Modify Existing Position

Create New Position
 Modify Existing Position

Enter Position to Modify

Position Number **100037**
Utility Piping Specialist

Position-Only Attributes

Position Number 100037	Position Status Not Saved
Effective Date <input type="text" value="06/05/2017"/>	Effective Status <input type="text" value="Active"/>
Empl Class <input type="text" value="Classified"/>	<input type="checkbox"/> Ready for Recruitment
Job Code <input type="text" value="351165"/> Utility Piping Specialist	*Driving <input type="text" value=""/> Definitions
Appointment Type <input type="text" value="Not Applicable"/>	
Detailed Title <input type="text" value="Utility Piping Specialist"/> <small>(254 char)</small>	

Standard Hours <input type="text" value="40.00"/>	FTE per Head <input type="text" value="1.000000"/>
Full/Part Time <input type="text" value="Full-Time"/>	Max Head Count <input type="text" value="1"/>
Reg/Temp <input type="text" value="Regular"/> Explain	Budgeted FTE <input type="text" value="1.000"/> <input checked="" type="checkbox"/> Budgeted Position?
FLSA Status <input type="text" value="Nonexempt"/>	Workers' Comp Code <input type="text" value="Regular Exposure"/>
Sal Admin Plan <input type="text" value="CLAS"/> Classified	Classification Indicator <input type="text" value="Classified Staff"/>

- Optional Drivers have the ability to opt-out of the process whereas a Required Driver does not. The ESS page shows the Authorized Driver type as Required or Optional with the Authorized Driver Guide. Optional drivers have a checkbox visible for the opt-out as shown below.

✕ Exit
ASU Authorized Driver Program-3
Next >

Driver Record Consent	<input type="radio"/> Visited
Driver's License Information	<input type="radio"/> Visited
Driver Training Data	<input type="radio"/> Visited
Employee Acknowledgment	<input type="radio"/> Visited
Volunteer Acknowledgment	<input type="radio"/> Not Started

According to your position, you are listed as an **optional driver**, therefore you are not required to drive for your position. As an optional driver, you have the option to operate university-owned, leased, or rented vehicles used for official business. Driver's License data is required to maintain your status as an authorized driver.

Because the driving requirement on your position has been designated as optional, you may opt out of the program if you do not wish to become authorized to drive for the university.

I Understand:

- I am providing this information for use in connection with SPP 319: Driver's License Monitoring and Arizona Administrative Code §R2-10-207.12. I hereby authorize Arizona State University, its agents and designees to use that information to access and review my driving record. By submitting this information, I represent it is true, correct, and complete to the best of my knowledge;
- The Driver Protection Privacy Act of 1994, amended 9.97, prohibits the release of my Motor Vehicle Record data for other than bona fide driver selection and supervision activities;
- I must follow traffic laws, report any change of status to my driving record and report to my supervisor or manager any involvement in a collision in a state-owned, rented, or leased vehicle used for state business;
- Suspension of my driving privileges could result in disciplinary action.

I consent

I do not consent

The following resources provide further information for ASU drivers:

[Driver's License Policy](#)
[Driver's License Monitoring](#)
[Volunteers](#)

- When a position is marked for recruitment for Staff or Student, the background package option will only include those that require an MVR check. If NA is selected on the driving drop down, the background package options will not include an MVR check.

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Authorized Driver process administration

Department	Empl ID	Empl Record	Name	Job Title	Employee Classification	Driver Authorization Status	Driving Requirement	Position Updated?	Position Number	MVR Date	Driver Authorization Form Consent	Date of Consent	Driver Training Date	
1	Department ID	Empl ID	0	First and Last Name	Job Title	University Staff	Not Authorized	Optional	Update Position	Position #	11/01/2017	No	01/04/2018	6/13/2016
2			0			University Staff	Not Authorized	Optional			Not Completed	Not Completed	Not Completed	
3			0			University Staff	Not Authorized	Optional			Not Completed	Not Completed	Not Completed	
4			0			University Staff	Authorized	Optional			Yes	10/27/2017	10/24/2017	
5			0			University Staff	Authorized	Optional			Yes	10/30/2017	4/04/2017	
6			0			University Staff	Not Authorized	Optional			No	12/14/2017	Not Completed	
7			0			University Staff	Not Authorized	Optional			No	Not Completed	Not Completed	

- Departments monitor the status of Authorized Drivers on the Dept. Authorized Driver Authorization page. If an employee starts but does not completed the process an email reminder prompts them to complete the process, every week for required status and every month for optional status.
- Employees, who do not complete the process before the expiration date, 30 days for required status and 90 days for optional status, receive an email indicating that the employee cannot drive for university business. See the Communication to Employees section of this procedure.

New hires that are Authorized Drivers

1. For staff and student worker required drivers, the job posting for a required driver contains “Employee must possess a valid US Driver’s license of the appropriate class and required endorsements throughout employment,” in the minimum qualifications section in Kenexa.
2. For faculty and graduate student workers either as required or optional drivers, the job posting and the background checks are managed outside Kenexa and PeopleSoft. Departments are responsible for faculty and graduate student worker postings and to assure appropriate qualifications related to the driver status and selection of the appropriate background package with an MVR check.

If the MVR background check is unsuccessful and the job requires the employee to drive, the candidate should not be hired and another candidate selected.

If the MVR background check is unsuccessful and driving is optional, the acceptance of the candidate for the job is at the department discretion. If the candidate is hired into the position and cannot successfully complete the Authorized Driver requirements, the position must be updated to change the driving status from Optional to NA.



Recheck of the Motor Vehicle Records

The employee’s motor vehicle check occurs two times a month and uses the Arizona State ASEDRA system to report the number of points and driver license status of the employee. If the points on the Arizona State Driver’s License are six or seven, the employee must complete the Authorized Driving course again. If the points on the Arizona State Driver’s License are eight or more, the record must be reviewed by the department until the points fall below five points per [SPP 319](#) to determine what actions is necessary.

Employees are required to self-report any change in the Driver’s License status to their department supervisor.

Compliance

The department must take corrective action for any employee who is not compliant with Authorized Driver program requirements.

Corrective actions may include:

1. Written action plan
 - a. Change employee job duties to **not** include driving
 - b. Partner the employee with another employee who is authorized to drive
2. Terminate the employee
3. Transfer employee into another job where driving is not required or is optional

Departments are responsible for monitoring and ensuring compliance for their employees’ driving authorization. There are four non-compliance reasons:

1. Employee did not complete the authorization program and is a Required driver within 30 days of hire.
2. Employee MVR report shows that the AZ driver’s license has six or seven points and they have not completed the Authorized Drivers Training course annually. The employee is required to retake the Authorized Driver Training course annually, until the points are below six.
3. Employee MVR report show that the employee AZ driver’s license has eight or more points.
4. Employee MVR report shows that the employee driver’s license is suspended, revoked or cancelled.
- 5.

Communication to employees

Employees and volunteers receive system-generated emails at different points in the process from HR.Notifications@asu.edu

Notification	Email Notifications Purpose	Timing
New Authorized Driver	Link to ESS to complete process	Nightly process selects employees who are newly hired into a position that has a Driving indicator set to Required, department Required or Optional



Points required refresher training	Notify individual that they need to take the Authorized Driver training	When points stored in PS on an AZ license are six or seven
Not Authorized to Drive	Individuals who did not complete all steps in the Authorized Driver Process	Nightly email sent until all steps are completed - one a week for required drivers and one a month for optional drivers.

Exception Procedures

Immediate Drivers are drivers that need expedited driver authorization in order to meet an immediate business need that arises unexpectedly.

Volunteer drivers are drivers that are not ASU employee but are required to drivers on a volunteer basis.

Out-of-state drivers are ASU employees that reside in another state and are required or optionally drive for university business.

Prerequisites

Process and request security role Dept DL Admin View Only to access the Authorized Driver administrative page.

References

Main Policies

[EHS 004](#)

[EHS 119](#)

Related Policies

[ACD 807](#)

[FAC 204](#)

[FIN 501](#)

[PD 207-01](#)

[PD 207-02](#)

[SPP 319](#)